

**MONTEREY PARK BRUGGEMEYER LIBRARY
BOARD OF TRUSTEES
AGENDA**

**Regular Meeting
Friends Room, Monterey Park Bruggemeyer Library
318 S. Ramona Avenue, Monterey Park, CA 91754**

**TUESDAY
April 17, 2018
7:00 P.M.**

MISSION STATEMENT

The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational, and informational needs of the residents of the City of Monterey Park by providing free and open access to its resources and services

Documents related to an Agenda item are available to the public inspection in the Library Administrative Secretary's Office located at 318 S. Ramona Avenue, Monterey Park, CA 91754 during normal business hours and on the City website at <http://www.montereypark.ca.gov/>

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on an Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak for more than a total of 10 minutes. The President of the Library Board of Trustees, as confirmed by the Library Board, may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Library Administrative Secretary, (626) 307-1269 at least 24 hours before a meeting for reasonable accommodation. The library and the Friends Room are wheelchair accessible.

CALL TO ORDER President of Library Board of Trustees at 7:00 p.m.

FLAG SALUTE Vice President of the Library Board of Trustees

ROLL CALL David Barron, Betty Morín, Jason Dhing, Gloria Guerrero, Andrew Yam

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION

PUBLIC COMMUNICATIONS – (Related to items NOT on the Agenda) While all comments are welcome, the Brown Act does not allow the Library Board of Trustees to take action on any item not on the agenda. The Library Board of Trustees may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Library Board of Trustees' subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

1. ORAL AND WRITTEN COMMUNICATIONS

2. APPROVAL OF MINUTES

It is recommended that the Library Board of Trustees:

- (1) Approve the minutes from the regular meeting of March 20, 2018 and the adjourned regular meeting of March 28, 2018
- (2) Take such additional, related, action that may be desirable.

3. CONSENT AGENDA - APPROVAL BY MOTION

Items on the Consent Agenda are considered to be routine, ongoing business and will be enacted by one motion. There is no separate discussion on consent items unless a Library Trustee so requests, in which event the item is removed from the Consent Agenda and considered separately.

FINANCIAL REPORTS AND EXPENDITURES

- a. RECEIPT AND EXPENDITURE REPORT:
Monthly Expenditure Summary Report by Object as prepared by Management Services
- b. TRUST AND AGENCY ACCOUNT REPORT:
Monthly report on Balances in Library Trust and Agency Accounts
- c. LIBRARY FINES REPORT:
Monthly report on fines collected by the library

It is recommended that the Library Board of Trustees:

- (1) Approve the financial reports and expenditures; and
- (2) Take such additional, related, action that may be desirable.

4. CITY LIBRARIAN'S REPORT

5. PRESIDENT'S REPORT

NEW BUSINESS

6. FISCAL YEAR 2018/19 PRELIMINARY BUDGET DRAFT

Further discussion of the proposed preliminary library budget for fiscal year 2018/19

It is recommended that the Library Board of Trustees:

- (1) Review the proposed preliminary budget for fiscal year 2018/19; and
- (2) Take such additional, related, action that may be desirable.

7. CONDUCT POLICY

Review of the proposed revisions to the library's Conduct Policy

It is recommended that the Library Board of Trustees:

- (1) Approve the proposed revised Conduct Policy; and
- (2) Take such additional, related, action that may be desirable.

COMMISSION/BOARD COMMUNICATIONS

Announcements and Agenda items for the next regular or a special meeting from Library Board members

Monterey Park Bruggemeyer Library Board of Trustees Agenda
April 17, 2018
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ADJOURNMENT

The next meeting is scheduled for May 15, 2018 at 7:00 P.M. in the Friends Room.



Library Board of Trustees Staff Report

DATE: April 17, 2018

AGENDA ITEM NO: 2

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Approval of Minutes

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the minutes from the regular meeting of March 20, 2018 and the special meeting of March 28, 2018; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

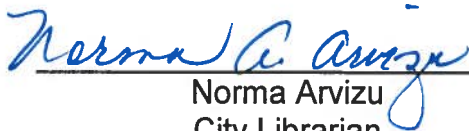
BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:



Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. March 20, 2018 regular meeting minutes
2. March 28, 2018 regular meeting minutes

ATTACHMENT 1

Minutes

Regular Meeting

March 20, 2018

**MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Regular Meeting**

March 20, 2018

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a regular meeting of the Board in the Friends Room located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, March 20, 2018 at 7:00 p.m.

CALL TO ORDER:

Trustee Barron called the meeting to order at 7:05 P.M.

FLAG SALUTE:

Trustee Barron led the Flag Salute.

ROLL CALL:

BOARD MEMBERS PRESENT:

David M. Barron, Betty Morín, Jason Dhing, Gloria Guerrero (late: 7:15 P.M.) and Andrew Yam (late: 7:25 P.M.)

ALSO PRESENT:

Evena Shu, Technical Services Senior Librarian; Gwen Kishida, Administrative Secretary

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION:

Proposal to postpone discussion on the fiscal year 2018-19 budget and call for a special meeting at which the City Librarian would be present and could speak on the subject.

Action Taken: The Library Board of Trustees approved a special meeting at which the City Librarian would be present and the fiscal year 2018-19 budget would be discussed.

MOTION:

Moved by Trustee Morín and seconded by Trustee Dhing.
Motion carried by the following vote:

AYE:

Trustees Morín and Dhing

NO:

Trustee Barron

ABSTAIN:

None

ABSENT:

Trustees Guerrero and Yam (at the time of the vote)

PUBLIC COMMUNICATIONS: None

1. ORAL AND WRITTEN COMMUNICATIONS:

None

2. LIBRARY BOARD OF TRUSTEES MINUTES:

Approve the minutes from the regular meeting of January 16, 2018

Trustee Morín noted that in the City Librarian's Report, it is listed that the amount pledged to the library from the City Council was \$140,000 – it should be \$120,000. Additionally, she did not lead the Flag Salute - Trustee Barron led the salute.

Action Taken: The Library Board of Trustees approved the minutes from the regular meeting of January 16, 2018 as revised.

MOTION:	Moved by Trustee Dhing and seconded by Trustee Morín. Motion carried by the following vote:
AYE:	Trustees Barron, Morín and Dhing
NO:	None
ABSTAIN:	None
ABSENT:	Trustees Guerrero and Yam (at the time of the vote)

3. CONSENT AGENDA:

- a. Receipt and Expenditure Report**
- b. Trust and Agency Accounts Report**
- c. Library Fines Report**

Action Taken: The Library Board of Trustees approved the Consent Agenda.

MOTION:	Moved by Trustee Dhing and seconded by Trustee Morín. Motion carried by the following vote:
AYE:	Trustees Barron, Morín and Dhing
NO:	None
ABSTAIN:	None
ABSENT:	Trustees Guerrero and Yam (at the time of the vote)

4. CITY LIBRARIAN'S REPORT:

In the absence of City Librarian Arvizu, Technical Services Senior Librarian Shu noted that the annual Form 700 was due to the City Clerk's office by April 1.

Trustee Dhing asked if meeScan checkout statistics are tallied. Technical Services Senior Librarian Shu stated that these are included in the Circulation statistics.

Trustee Dhing asked about the twenty laptops to be purchased with funds from the Libraries Illuminated grant. Technical Services Senior Librarian Shu reported that these have not yet been delivered. They will be offered for patron usage after the grant expires as they are intended for use in programming during the term of the grant. The City's Finance Division has already requested to borrow the laptops.

5. PRESIDENT'S REPORT:

Trustee Barron stated that he had attempted to meet with City Manager Ron Bow to discuss the future of the library but was unable to do so. He wanted to meet with the City Manager with City Librarian Arvizu present but City Manager Bow did not want to do this. Trustee Barron spoke to Library Foundation President Bob Gin and asked if the Foundation could raise more funds if the library had a shortfall. Foundation President Gin could not predict this. Trustee Barron also attended the City's Lunar New Year celebration which was well-attended.

ANNOUNCEMENTS/COMMISSION COMMUNICATIONS:

Once all Trustees were present, it was decided to hold a special meeting (i.e., adjourn the regular meeting to a special meeting) on Wednesday, March 28 at 2:00 p.m. in the Small Classroom on the second floor.

Trustee Dhing thanked the Trustees for attending the Library Foundation High Tea fundraising event on February 3. Trustee Morin said that the event was delightful. Administrative Secretary thanked Trustee Yam for taking photographs at the event and posting them to view.

Technical Services Senior Librarian Shu announced that the library would be holding a series of workshops on working with Open Data – government and community data – as part of a pilot beta project with the State. The data will be open to all of California following the workshops. These are scheduled for Wednesday mornings during April in the Computer Lab.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 7:45 p.m.

City Librarian

ATTACHMENT 2

Minutes

Special Meeting

March 28, 2018

**MINUTES
MONTEREY PARK BRUGGEMEYER LIBRARY
LIBRARY BOARD OF TRUSTEES
Special Meeting**

March 28, 2018

The Library Board of Trustees of the Monterey Park Bruggemeyer Library of the City of Monterey Park held a special meeting of the Board in the Small Classroom located at 318 S. Ramona Avenue in the City of Monterey Park on Tuesday, March 28, 2018 at 2:00 p.m.

CALL TO ORDER:

Trustee Barron called the meeting to order at 2:10 P.M.

ROLL CALL:

BOARD MEMBERS PRESENT:

David M. Barron, Betty Morín, Jason Dhing (late 2:15 P.M.), Gloria Guerrero and Andrew Yam

ALSO PRESENT:

Norma Arvizu, City Librarian; Gwen Kishida, Administrative Secretary
Theresa Amador, Monterey Park Library Foundation

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTION: None

PUBLIC COMMUNICATIONS:

Theresa Amador, Vice President, Monterey Park Library Foundation, spoke in support of the Library Board and its efforts to support the library on the budget issue. She also promoted the upcoming Foundation Gala on April 27 which will honor former Trustee Janet Yu. Mike Eng – also a former Trustee, City Council member and long-time library supporter – will be the emcee.

1. ORAL AND WRITTEN COMMUNICATIONS: None

4. CITY LIBRARIAN'S REPORT:

City Librarian Arvizu reported that the library will be presenting a proposal to revise the job specifications for the Literacy Program Administrator position at the April Personnel Board meeting. They hope to attract new candidates as the two most recent recruitment efforts produced poor results. The position will be reclassified but will remain in Mid-Management.

The programs presented by Adult Reference Services for Women's History Month were very successful. Children's Services has received the Starling devices and staff are wearing them to test them out. They hope to launch these to the public in May.

6. FISCAL YEAR 2018/19 PRELIMINARY BUDGET DRAFT

City Librarian Arvizu presented the proposed budget for fiscal year 2018/19. She reiterated that with the expiration of Measure C in April, the library will lose that revenue and the guarantee of a minimum 5.3% allocation from the City's General Fund.

The City Council approved an additional \$120,000 to assist the library in maintaining status quo, but in actuality Measure C explicitly covered \$148,000 in expenses in fiscal year 2017/18 including most part-time salaries and some operating expenses. The library has received target allocation of \$2,041,000 from the City. Aside from the Permanent Salaries, almost all other expenses in Literacy 6005 are funded from grants. Retirement and CalPERS costs have dramatically increased and have to be funded from the City allocation. City employees have recently concluded labor negotiations and have established new Memorandums of Understanding with attendant increases in salary, benefits and incentives, adding to personnel costs.

The proposed budget was drafted to include transferring costs previously paid by Measure C to General Fund. As a result of all of this, the library's recommended budget calls for reducing the part-time staff budget and closing Sundays (four hours) but opening a full day on Friday (adding four hours). Fridays could be covered by full-time staff and the number of hours open to the public would remain the same. A majority of part-time staff work on Sundays, so closing that day would provide the most cost savings. Part-time staff costs would be cut throughout the library except for janitorial in Administration 6001 as the library would be open the same amount of hours and Literacy 6005 as part-time staffing there is funded through grants. Circulation 6004 would be the hardest hit but could manage with the revised schedule. The library would remain open Monday through Saturday.

City Librarian Arvizu noted that Measure LL, which would have renewed Measure C, did not pass, so many members of the community might not feel the need for the library to be open seven days. She noted that if there are no changes to the library despite the failure to pass Measure LL, there would be seemingly no consequences and no impact on the community. A potential future campaign would find it more difficult to show the need to pass a library parcel tax. Since the library has continued status quo operations since Measure C funding continued through this fiscal year, the community has not felt a change so far. Closing Sundays would have an impact.

City Librarian Arvizu noted that the Library Board has the authority to go to the City Council and request additional funding. However, Finance will present a bleak picture of the current and future financial situations.

Trustee Yam asked about statistics on the usage of the library, in particular Friday versus Sunday. City Librarian Arvizu noted that attendance on Fridays is lower than on Sundays. Trustee Yam stated that the programming on Sundays is popular and effective and would not be in favor of closing on Sundays.

Trustee Guerrero stated that she understood the reality of the financial situation and accepted closing on Sundays. She noted that Measure C was approved to have the library open on Sundays. She asked if the library had other funding sources prior to Measure C. City Librarian Arvizu stated that prior to Measure C the library was only funded by General Fund and grants and was only open Monday through Saturday.

Trustee Dhing asked for clarification of the duties of the various positions of Librarian, Library Clerk and Library Page. City Librarian Arvizu stated that Library Pages are all part-time positions – they are entry-level and primarily shelve and do basic tasks. Library Clerks

could be full or part-time and assist at public service desks and do office work. Librarians could be full or part-time and are professionals in the field with corresponding educational backgrounds and experience.

Trustee Morín asked if the City is still considering a General Tax in which the library could be included. City Librarian Arvizu stated that the suggestion had been made but no decision has been reached yet. Trustee Morín said that she understood that many people use the library on Sundays but in terms of long-range planning, she agreed with the recommendation to close on Sundays. There should be an impact on the community to help get another library tax measure passed.

Trustee Barron said that he had mixed feelings. He asked if programs could be rescheduled if the library closed on Sundays. City Librarian Arvizu said that some programs could be rescheduled to Monday or Tuesday evenings or Saturdays. Trustee Barron noted that the last time the City was in financial difficulty, part-time and full-time staffing were reduced. He asked about eliminating a full-time Librarian as that would be the financial equivalent of two or three part-time staff. City Librarian Arvizu stated that it is impossible to eliminate a full-time position. The budget allocates funding for full-time positions and the unions will protect full-time positions. At the time of furloughs, the entire City did not have funding so services were cut throughout the City. The unions agreed to a 36-hour work week. Trustee Barron said that although he was concerned about playing politics in closing Sundays, he agreed that it is the only way to show an impact of the loss of Measure C and failure to pass Measure LL.

Trustee Yam asked if the duties of part-time Library Pages could be done by volunteers. City Librarian Arvizu noted that Library Pages start at minimum wage. Volunteer assistance although valuable is erratic. Trustee Yam reiterated that Sundays are important and he does not want to be punitive to the community. He asked what would be the reaction of the City Council if the Library Board requested additional funding. City Librarian Arvizu stated that there is support for the library on the City Council but any funding above the target given to the library would probably have to be taken from another City department's budget. The City reserve is only \$13 million and revenue from development projects is not yet forthcoming. The \$120,000 already pledged by the City Council is only for fiscal year 2018/19. Trustee Yam reiterated his opposition to closing on Sundays.

Trustee Morín stated that she understands that budgets have to balance and organizations have to live within budgets. She hoped that the public would realize this. She did not feel as the library is holding the public hostage – the community must take some responsibility to assist in funding the library by passing a library parcel tax measure.

Trustee Barron asked if there could be any further cuts made to the budget. City Librarian Arvizu stated that the library cannot cut operating expenses. Computers must be replaced as when they get older, they slow down or crash. Supplies are necessary to continue operations. Books must be purchased or the collection will not remain current and relevant. The book budget is already very low in comparison to other libraries. There are certain expenditures that are required by the City so those budget figures are mandated and cannot be changed. City Librarian Arvizu said that they have done as much cost cutting as possible.

Trustee Barron asked if there are other potential funding sources. City Librarian Arvizu noted that both the Library Foundation and Friends of the Library support the library financially. Other organizations also contribute to the library as well. However, these donations, although accepted with much gratitude, are not consistent like budget allocations. Library staff continually apply for grants or other funding.

Trustee Dhing stated that judging from his experience in running a business, he felt that the proposed budget was very lean. City Librarian Arvizu noted that full-time equivalent (FTE) of part-time staffing was reduced from 26.25 to 24.62. This is a loss of 75.2 hours per week, almost two full people. Only Literacy increased their part-time staffing by ten hours due to increased grant and passport revenue.

Trustee Yam asked how the budget process will proceed. City Librarian Arvizu said that she and Administrative Secretary Kishida will meet with the City Manager and Director of Management Services to present the proposed budget. If they ask for additional funding, the City Manager can deny the request or partially or wholly fund the request. Every City department meets with the City Manager and Director of Management Services initially and some do come in to try to negotiate their budgets. If the request is denied, the library will present the current proposed at the City Council budget hearings. The Library Board can make an appeal for additional funding at that time. City Librarian Arvizu asked that the Library Board approve the current proposed budget but give her direction to request the additional funding at the meeting with the City Manager and Director of Management Services.

Action Taken: The Library Board of Trustees approved the budget for fiscal year 2018/19 as presented.

MOTION:	Moved by Trustee Morín and seconded by Trustee Guerrero. Motion carried by the following vote:
AYE:	Trustees Barron, Morín, Dhing, Guerrero and Yam
NO:	None
ABSTAIN:	None
ABSENT:	None

Action Taken: The Library Board of Trustees directed the City Librarian to request an additional \$80,000 from the City Manager to maintain the library as status quo.

MOTION:	Moved by Trustee Yam and seconded by Trustee Guerrero. Motion carried by the following vote:
AYE:	Trustees Barron, Morín, Dhing, Guerrero and Yam
NO:	None
ABSTAIN:	None
ABSENT:	None

ANNOUNCEMENTS/COMMISSION COMMUNICATIONS:

City Librarian Arvizu announced that the Farmers Market will no longer be operating in Monterey Park. The City had been paying \$900 per week in additional expenses to keep it afloat but not receiving any revenue. The City asked for reimbursement of \$100 per week at least but the company refused so the agreement was not extended. The City is opening a Request for Proposal for a new Farmers Market that would be located at George Elder Park.

Trustee Morín asked about the planned installation of solar panels in the library parking lot. City Librarian Arvizu stated that the project had been delayed until a new Director of Public Works was brought on board. A new director has been hired but City Librarian Arvizu did not have an update on the timeline for installation.

City Librarian Arvizu noted that the library is also still waiting on the installation of overhead projectors in the Friends Room, Large Classroom, Small Classroom and Computer Lab.

ADJOURNMENT:

There being no further business for consideration, the meeting was adjourned at 3:42 p.m.

City Librarian



Library Board of Trustees Staff Report

DATE: April 17, 2018

AGENDA ITEM NO: 3

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Consent Agenda

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the financial reports and expenditures; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

Attached are the Receipt and Expenditures Report, the Trust and Agency Account Report and Library Fines Report for March 2018.

BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:

A handwritten signature in blue ink, reading "Norma A. Arvizu", is written over a horizontal line.

Norma Arvizu
City Librarian

Prepared by:

A handwritten signature in blue ink, reading "Gwen Kishida", is written over a horizontal line.

Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Receipt and Expenditures Report for March 2018
2. Trust and Agency Account Report for March 2018
3. Library Fines Report for March 2018

ATTACHMENT 1
Receipt and Expenditure Report
March 2018

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	179,076.00-	14,035.37	131,608.51	0.00	47,467.49-	73.5 0010
11300 PART TIME SALARIES	39,240.00-	4,164.12	34,730.29	0.00	4,509.71-	88.5 0010
11500 SEPARATION BENEFITS	10,401.00-	866.75	7,800.75	0.00	2,600.25-	75.0 0010
12200 LIFE INSURANCE	359.00-	3.90-	292.50	0.00	66.50-	81.5 0010
12300 MEDICAL INSURANCE	17,719.00-	0.00	12,791.84	0.00	4,927.16-	72.2 0010
12350 MEDICARE INSURANCE	2,578.00-	263.91	2,433.32	0.00	144.68-	94.4 0010
12370 PART TIME RETIREMENT	1,569.00-	129.57	1,066.66	0.00	502.34-	68.0 0012
12400 DENTAL INSURANCE	1,221.00-	0.00	915.12	0.00	305.88-	75.0 0010
12500 WORKERS COMPENSATION	3,073.00-	256.08	2,304.76	0.00	768.24-	75.0 0010
12600 RETIREMENT	51,010.00-	4,231.47	40,009.91	0.00	11,000.09-	78.4 0012
12900 LONG TERM DISABILITY	792.00-	0.00	594.00	0.00	198.00-	75.0 0010
12950 VISION PLAN	436.00-	0.00	326.88	0.00	109.12-	75.0 0010
Object 1000 Total	307,474.00-	23,943.37	234,874.54	0.00	72,599.46-	76.4
21250 OFFICE PAPER PRODUCTS	450.00-	0.00	165.12	0.00	284.88-	36.7 0010
21350 OTHER OFFICE SUPPLIES	5,500.00-	214.86	2,145.38	0.00	3,354.62-	39.0 0010
22150 CLEANING & SANITATION SUPPLIE	9,963.00-	768.69	6,329.01	0.00	3,633.99-	63.5 0010
Object 2000 Total	15,913.00-	983.55	8,639.51	0.00	7,273.49-	54.3
31700 DATA PROCESSING	10,224.00-	803.00	7,227.00	0.00	2,997.00-	70.7 0010
31700 DATA PROCESSING	10,864.00-	0.00	0.00	0.00	10,864.00-	0.0 0131
31950 OTHER PROFESSIONAL SERVICES	2,500.00-	0.00	0.00	0.00	2,500.00-	0.0 0010
32050 TELEPHONE	5,000.00-	519.86	2,521.01	0.00	2,478.99-	50.4 0010
32150 TECHNOLOGY CHARGES	5,106.00-	425.50	3,829.50	0.00	1,276.50-	75.0 0010
32150 TECHNOLOGY CHARGES	5,678.00-	473.17	4,258.49	0.00	1,419.51-	75.0 0131
32200 POSTAGE	1,000.00-	20.68	634.52	0.00	365.48-	63.5 0010
33100 MILEAGE AND PARKING	1,500.00-	0.00	258.88	0.00	1,241.12-	17.3 0010
33200 CONFERENCES/SEMINARS	1,370.00-	0.00	335.70	0.00	1,034.30-	24.5 0010
36100 ELECTRICITY	97,000.00-	4,631.95	72,023.78	0.00	24,976.22-	74.3 0010
36100 ELECTRICITY	16,390.00-	631.63	9,821.41	0.00	6,568.59-	59.9 0131
36200 GAS SERVICE	7,160.00-	459.90	1,337.01	0.00	5,822.99-	18.7 0010
38100 REPAIRS & MTC BUILDINGS	11,178.00-	0.00	539.29	0.00	10,638.71-	4.8 0010
38400 R&M MACHINERY AND EQUIPMENT	11,520.00-	0.00	4,105.44	0.00	7,414.56-	35.6 0010
38400 R&M MACHINERY AND EQUIPMENT	3,000.00-	853.33	7,679.97	0.00	4,679.97	256.0 0131
39250 PRINTING & DUPLICATING	500.00-	0.00	43.80	0.00	456.20-	8.8 0010

CITY OF MONTEREY PARK

**EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 03/01/2018 TO 03/31/2018**

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6001 ADMINISTRATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
39300 DUES/MEMBERSHIPS	3,150.00-	229.00-	79.00-	0.00	3,229.00-	-2.5 0010
Object 3000 Total	193,140.00-	8,590.02	114,536.80	0.00	78,603.20-	59.3
41100 SERVICES/OTHER GOVT. AGENCIES	3,000.00-	0.00	0.00	0.00	3,000.00-	0.0 0010
42200 LEASE PRINCIPAL PAYMENT	372,517.00-	0.00	184,500.88	0.00	188,016.12-	49.5 0131
42240 LOAN INTEREST	10,679.00-	0.00	7,096.44	0.00	3,582.56-	66.5 0131
Object 4000 Total	386,196.00-	0.00	191,597.32	0.00	194,598.68-	49.6
DEPARTMENT: 6001 TOTAL	902,723.00-	33,516.94	549,648.17	0.00	353,074.83-	60.9

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6002 REFERENCE AND ADULT SERVICES

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED FUND
11200 PERMANENT SALARIES	241,223.08-	18,065.55	170,829.60	0.00	70,393.48-	70.8 0010
11300 PART TIME SALARIES	0.00	0.00	1,430.40	0.00	1,430.40	0.00 0010
11300 PART TIME SALARIES	31,214.00-	838.99	12,225.87	0.00	18,988.13-	39.2 0131
11500 SEPARATION BENEFITS	14,446.00-	1,203.83	10,834.51	0.00	3,611.49-	75.0 0010
12200 LIFE INSURANCE	468.00-	0.00	468.00	0.00	0.00	100.0 0010
12300 MEDICAL INSURANCE	33,569.00-	0.00	25,180.05	0.00	8,388.95-	75.0 0010
12350 MEDICARE INSURANCE	3,389.00-	257.42	2,522.01	0.00	866.99-	74.4 0010
12350 MEDICARE INSURANCE	0.00	12.17	85.22	0.00	85.22	0.00 0131
12370 PART TIME RETIREMENT	628.00-	0.00	311.13	0.00	316.87-	49.5 0012
12370 PART TIME RETIREMENT	1,248.00-	33.56	235.09	0.00	1,012.91-	18.8 0131
12400 DENTAL INSURANCE	2,130.00-	0.00	1,599.82	0.00	530.18-	75.1 0010
12500 WORKERS COMPENSATION	3,073.00-	256.08	2,304.76	0.00	768.24-	75.0 0010
12600 RETIREMENT	67,837.59-	5,109.84	48,856.10	0.00	18,981.49-	72.0 0012
12750 CITY 401 PLAN	0.00	100.00	325.00	0.00	325.00	0.00 0010
12900 LONG TERM DISABILITY	1,188.00-	0.00	891.00	0.00	297.00-	75.0 0010
12950 VISION PLAN	762.04-	0.00	511.50	0.00	250.54-	67.1 0010
Object 1000 Total	401,175.71-	25,877.44	278,610.06	0.00	122,565.65-	69.5
21350 OTHER OFFICE SUPPLIES	2,000.00-	834.39	1,398.74	0.00	601.26-	69.9 0010
22750 OTHER OPERATING SUPPLIES	0.00	0.00	213.66	0.00	213.66	0.00 0428
Object 2000 Total	2,000.00-	834.39	1,612.40	0.00	387.60-	80.6
31950 OTHER PROFESSIONAL SERVICES	0.00	0.00	3,470.46	0.00	3,470.46	0.00 0428
Object 3000 Total	0.00	0.00	3,470.46	0.00	3,470.46	0.00
40000 BOOKS & SUBSCRIPTIONS	31,000.00-	1,668.96	8,936.41	0.00	22,063.59-	28.8 0010
40500 LIBRARY DATABASES	5,000.00-	0.00	0.00	0.00	5,000.00-	0.0 0010
Object 4000 Total	36,000.00-	1,668.96	8,936.41	0.00	27,063.59-	24.8
DEPARTMENT: 6002 TOTAL	439,175.71-	28,380.79	292,629.33	0.00	146,546.38-	66.6

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6003 TECHNICAL SERVICES

OBJECT DESCRIPTION	-----EXPENDITURE-----				UNENCUMBERED	
	APPROPRIATION	PERIOD TO DATE	YEAR TO DATE	ENCUMBERED	BALANCE	% USED FUND
11200 PERMANENT SALARIES	264,506.93-	20,148.93	190,228.20	0.00	74,278.73-	71.9 0010
11300 PART TIME SALARIES	16,640.00-	310.38	3,203.85	0.00	13,436.15-	19.3 0010
11400 OVERTIME SALARIES	0.00	0.00	121.79	0.00	121.79	0.00 0010
11500 SEPARATION BENEFITS	19,646.00-	1,637.17	14,734.49	0.00	4,911.51-	75.0 0010
12200 LIFE INSURANCE	624.00-	0.00	624.00	0.00	0.00	100.0 0010
12300 MEDICAL INSURANCE	42,981.00-	0.00	32,628.43	0.00	10,352.57-	75.9 0010
12350 MEDICARE INSURANCE	3,704.00-	307.42	2,814.70	0.00	889.30-	76.0 0010
12370 PART TIME RETIREMENT	666.00-	12.42	128.16	0.00	537.84-	19.2 0012
12400 DENTAL INSURANCE	2,740.00-	0.00	2,057.38	0.00	682.62-	75.1 0010
12500 WORKERS COMPENSATION	4,286.00-	357.17	3,214.49	0.00	1,071.51-	75.0 0010
12600 RETIREMENT	74,135.82-	5,699.14	54,418.87	0.00	19,716.95-	73.4 0012
12750 CITY 401 PLAN	0.00	100.00	350.00	0.00	350.00	0.00 0010
12900 LONG TERM DISABILITY	1,584.00-	0.00	1,188.00	0.00	396.00-	75.0 0010
12950 VISION PLAN	869.70-	0.00	574.98	0.00	294.72-	66.1 0010
Object 1000 Total	432,383.45-	28,572.63	306,287.34	0.00	126,096.11-	70.8
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	7,200.00-	0.00	3,509.81	0.00	3,690.19-	48.8 0010
Object 2000 Total	7,200.00-	0.00	3,509.81	0.00	3,690.19-	48.8
31700 DATA PROCESSING	6,000.00-	0.00	7,180.56	0.00	1,180.56	119.7 0010
31700 DATA PROCESSING	6,834.00-	0.00	0.00	0.00	6,834.00-	0.0 0131
38400 R&M MACHINERY AND EQUIPMENT	84,850.00-	930.00	63,263.73	13,148.22	8,438.05-	90.1 0010
38400 R&M MACHINERY AND EQUIPMENT	23,066.00-	2,000.00	2,000.00	0.00	21,066.00-	8.7 0532
39250 PRINTING & DUPLICATING	950.00-	0.00	0.00	0.00	950.00-	0.0 0010
Object 3000 Total	121,700.00-	2,930.00	72,444.29	13,148.22	36,107.49-	70.3
DEPARTMENT: 6003 TOTAL	561,283.45-	31,502.63	382,241.44	13,148.22	165,893.79-	70.4

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6004 CIRCULATION

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	208,605.00-	17,059.38	160,564.86	0.00	48,040.14-	77.0 0010
11300 PART TIME SALARIES	48,878.00-	3,690.23	35,313.72	0.00	13,564.28-	72.3 0010
11300 PART TIME SALARIES	31,152.00-	3,818.64	27,454.14	0.00	3,697.86-	88.1 0131
11400 OVERTIME SALARIES	0.00	0.00	283.79	0.00	283.79	0.00 0010
11500 SEPARATION BENEFITS	17,797.00-	1,483.08	13,347.76	0.00	4,449.24-	75.0 0010
12200 LIFE INSURANCE	624.00-	0.00	624.00	0.00	0.00	100.0 0010
12300 MEDICAL INSURANCE	43,704.00-	0.00	32,901.06	0.00	10,802.94-	75.3 0010
12350 MEDICARE INSURANCE	2,933.00-	296.39	2,905.78	0.00	27.22-	99.1 0010
12350 MEDICARE INSURANCE	0.00	55.40	308.61	0.00	308.61	0.00 0131
12370 PART TIME RETIREMENT	0.00	147.63	855.11	0.00	855.11	0.00 0012
12370 PART TIME RETIREMENT	4,000.00-	152.75	1,655.74	0.00	2,344.26-	41.4 0131
12400 DENTAL INSURANCE	2,031.00-	0.00	1,522.62	0.00	508.38-	75.0 0010
12500 WORKERS COMPENSATION	5,420.00-	451.67	4,064.99	0.00	1,355.01-	75.0 0010
12600 RETIREMENT	58,591.04-	4,825.23	45,959.57	0.00	12,631.47-	78.4 0012
12750 CITY 401 PLAN	0.00	150.00	525.00	0.00	525.00	0.00 0010
12900 LONG TERM DISABILITY	1,584.00-	0.00	1,188.00	0.00	396.00-	75.0 0010
12950 VISION PLAN	753.66-	10.34	516.20	0.00	237.46-	68.5 0010
Object 1000 Total	426,072.70-	32,140.74	329,990.95	0.00	96,081.75-	77.5
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	3,020.00-	108.23	258.19	0.00	2,761.81-	8.6 0010
Object 2000 Total	3,020.00-	108.23	258.19	0.00	2,761.81-	8.6
38400 R&M MACHINERY AND EQUIPMENT	4,900.00-	0.00	0.00	0.00	4,900.00-	0.0 0010
39250 PRINTING & DUPLICATING	250.00-	0.00	0.00	0.00	250.00-	0.0 0010
Object 3000 Total	5,150.00-	0.00	0.00	0.00	5,150.00-	0.0
DEPARTMENT: 6004 TOTAL	434,242.70-	32,248.97	330,249.14	0.00	103,993.56-	76.0

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		YEAR TO DATE	ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED FUND
11200 PERMANENT SALARIES	72,092.00-	0.00	41,272.79	0.00	30,819.21-	57.3	0010
11200 PERMANENT SALARIES	29,846.00-	4,474.35	11,668.19	0.00	18,177.81-	39.1	0142
11200 PERMANENT SALARIES	12,791.00-	1,118.57	2,237.15	0.00	10,553.85-	17.5	0163
11300 PART TIME SALARIES	20,905.00-	2,643.47	19,990.94	0.00	914.06-	95.6	0142
11300 PART TIME SALARIES	12,692.00-	1,107.88	6,985.77	0.00	5,706.23-	55.0	0163
11300 PART TIME SALARIES	14,178.00-	36.30	524.17	0.00	13,653.83-	3.7	0445
11300 PART TIME SALARIES	14,000.00-	812.91	6,875.83	0.00	7,124.17-	49.1	0454
11400 OVERTIME SALARIES	0.00	0.00	19.70	0.00	19.70	0.00	0010
11500 SEPARATION BENEFITS	3,583.00-	298.58	2,687.26	0.00	895.74-	75.0	0010
11500 SEPARATION BENEFITS	4,247.00-	353.92	3,185.24	0.00	1,061.76-	75.0	0142
12200 LIFE INSURANCE	156.00-	0.00	130.00	0.00	26.00-	83.3	0010
12200 LIFE INSURANCE	110.00-	0.00	20.80	0.00	89.20-	18.9	0142
12200 LIFE INSURANCE	47.00-	0.00	5.20	0.00	41.80-	11.1	0163
12300 MEDICAL INSURANCE	12,269.00-	0.00	8,494.20	0.00	3,774.80-	69.2	0010
12300 MEDICAL INSURANCE	8,988.00-	0.00	901.92	0.00	8,086.08-	10.0	0142
12300 MEDICAL INSURANCE	3,852.00-	0.00	225.48	0.00	3,626.52-	5.8	0163
12350 MEDICARE INSURANCE	1,020.00-	0.00	568.02	0.00	451.98-	55.7	0010
12350 MEDICARE INSURANCE	433.00-	100.03	449.48	0.00	16.48	103.8	0142
12350 MEDICARE INSURANCE	186.00-	31.50	163.10	0.00	22.90-	87.7	0163
12350 MEDICARE INSURANCE	0.00	0.52	7.60	0.00	7.60	0.00	0445
12350 MEDICARE INSURANCE	0.00	11.79	67.97	0.00	67.97	0.00	0454
12370 PART TIME RETIREMENT	0.00	1.45	20.98	0.00	20.98	0.00	0012
12370 PART TIME RETIREMENT	741.00-	67.46	592.43	0.00	148.57-	80.0	0142
12370 PART TIME RETIREMENT	421.00-	44.32	279.46	0.00	141.54-	66.4	0163
12400 DENTAL INSURANCE	590.00-	0.00	393.12	0.00	196.88-	66.6	0010
12400 DENTAL INSURANCE	21.00-	0.00	39.31	0.00	18.31	187.2	0142
12400 DENTAL INSURANCE	9.00-	0.00	9.83	0.00	0.83	109.2	0163
12500 WORKERS COMPENSATION	1,618.00-	134.83	1,213.51	0.00	404.49-	75.0	0010
12600 RETIREMENT	20,716.20-	229.93	13,847.15	0.00	6,869.05-	66.8	0012
12600 RETIREMENT	11,460.00-	1,536.18	4,843.99	0.00	6,616.01-	42.3	0142
12600 RETIREMENT	4,912.00-	316.40	633.84	0.00	4,278.16-	12.9	0163
12900 LONG TERM DISABILITY	396.00-	0.00	264.00	0.00	132.00-	66.7	0010
12900 LONG TERM DISABILITY	278.00-	0.00	26.40	0.00	251.60-	9.5	0142
12900 LONG TERM DISABILITY	119.00-	0.00	6.60	0.00	112.40-	5.5	0163
12950 VISION PLAN	139.00-	0.00	92.24	0.00	46.76-	66.4	0010

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000
DEPARTMENT : 6005 LITERACY

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
12950 VISION PLAN	135.00-	11.82	21.04	0.00	113.96-	15.6 0142
12950 VISION PLAN	58.00-	2.95	5.26	0.00	52.74-	9.1 0163
Object 1000 Total	253,008.20-	13,335.16	128,769.97	0.00	124,238.23-	50.9
21350 OTHER OFFICE SUPPLIES	2,500.00-	0.00	1,272.49	0.00	1,227.51-	50.9 0445
21350 OTHER OFFICE SUPPLIES	2,500.00-	398.13	623.03	0.00	1,876.97-	24.9 0454
Object 2000 Total	5,000.00-	398.13	1,895.52	0.00	3,104.48-	37.9
31950 OTHER PROFESSIONAL SERVICES	1,500.00-	0.00	262.00	0.00	1,238.00-	17.5 0445
32200 POSTAGE	2,000.00-	0.00	0.00	0.00	2,000.00-	0.0 0454
38400 R&M MACHINERY AND EQUIPMENT	2,800.00-	0.00	0.00	0.00	2,800.00-	0.0 0445
39250 PRINTING & DUPLICATING	250.00-	0.00	37.15	0.00	212.85-	14.9 0445
39300 DUES/MEMBERSHIPS	2,500.00-	150.00	182.00	0.00	2,318.00-	7.3 0445
Object 3000 Total	9,050.00-	150.00	481.15	0.00	8,568.85-	5.3
40000 BOOKS & SUBSCRIPTIONS	784.00-	0.00	0.00	0.00	784.00-	0.0 0142
40000 BOOKS & SUBSCRIPTIONS	6,500.00-	0.00	2,848.19	0.00	3,651.81-	43.8 0445
40500 LIBRARY DATABASES	1,950.00-	0.00	0.00	0.00	1,950.00-	0.0 0445
Object 4000 Total	9,234.00-	0.00	2,848.19	0.00	6,385.81-	30.8
DEPARTMENT: 6005 TOTAL	276,292.20-	13,883.29	133,994.83	0.00	142,297.37-	48.5

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

DEPT SERIES: 6000 Series 6000

DEPARTMENT : 6006 CHILDREN'S SERVICES

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE		BALANCE	% USED FUND
11200 PERMANENT SALARIES	187,256.08-	14,289.24	134,435.86	0.00	52,820.22-	71.8 0010
11300 PART TIME SALARIES	25,100.00-	1,431.66	9,746.24	0.00	15,353.76-	38.8 0131
11500 SEPARATION BENEFITS	10,690.00-	890.83	8,017.51	0.00	2,672.49-	75.0 0010
12200 LIFE INSURANCE	468.00-	0.00	468.00	0.00	0.00	100.0 0010
12300 MEDICAL INSURANCE	22,692.00-	0.00	17,078.36	0.00	5,613.64-	75.3 0010
12350 MEDICARE INSURANCE	2,627.00-	207.20	2,006.37	0.00	620.63-	76.4 0010
12350 MEDICARE INSURANCE	0.00	20.76	88.68	0.00	88.68	0.00 0131
12370 PART TIME RETIREMENT	1,605.00-	57.27	389.88	0.00	1,215.12-	24.3 0131
12400 DENTAL INSURANCE	1,141.00-	0.00	788.04	0.00	352.96-	69.1 0010
12500 WORKERS COMPENSATION	3,154.00-	262.83	2,365.51	0.00	788.49-	75.0 0010
12600 RETIREMENT	52,687.72-	4,041.72	38,466.12	0.00	14,221.60-	73.0 0012
12750 CITY 401 PLAN	0.00	150.00	525.00	0.00	525.00	0.00 0010
12900 LONG TERM DISABILITY	1,188.00-	0.00	891.00	0.00	297.00-	75.0 0010
12950 VISION PLAN	620.08-	0.00	366.24	0.00	253.84-	59.1 0010
Object 1000 Total	309,228.88-	21,351.51	215,632.81	0.00	93,596.07-	69.7
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	6,500.00-	260.74	1,807.19	0.00	4,692.81-	27.8 0010
22450 LIBRARY SUPPLIES/CIRC/AV/ETC	1,000.00-	0.00	47.55	0.00	952.45-	4.8 0131
Object 2000 Total	7,500.00-	260.74	1,854.74	0.00	5,645.26-	24.7
39250 PRINTING & DUPLICATING	250.00-	0.00	0.00	0.00	250.00-	0.0 0010
Object 3000 Total	250.00-	0.00	0.00	0.00	250.00-	0.0
40000 BOOKS & SUBSCRIPTIONS	15,000.00-	69.46	1,142.47	0.00	13,857.53-	7.6 0010
40000 BOOKS & SUBSCRIPTIONS	9,763.00-	3,994.38	10,194.03	0.00	431.03	104.4 0131
40000 BOOKS & SUBSCRIPTIONS	7,500.00-	0.00	7,472.99	0.00	27.01-	99.6 0530
40500 LIBRARY DATABASES	625.00-	0.00	599.00	0.00	26.00-	95.8 0131
Object 4000 Total	32,888.00-	4,063.84	19,408.49	0.00	13,479.51-	59.0
DEPARTMENT: 6006 TOTAL	349,866.88-	25,676.09	236,896.04	0.00	112,970.84-	67.7
DEPT SERIES: 6000 TOTAL	2,963,583.94-	165,208.71	1,925,658.95	13,148.22	1,024,776.77-	65.4

CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 03/01/2018 TO 03/31/2018

75.0% YEAR COMPLETE

REPORT TOTALS	\$2,963,583.94-	\$165,208.71	\$1,925,658.95	\$13,148.22	\$1,024,776.77-	65.4
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CITY OF MONTEREY PARK
EXPENDITURE SUMMARY REPORT BY OBJECT
FROM 03/01/2018 TO 03/31/2018
OBJECT CATEGORY SUMMARY

75.0% YEAR COMPLETE

OBJECT DESCRIPTION	APPROPRIATION	-----EXPENDITURE-----		YEAR TO DATE	ENCUMBERED	UNENCUMBERED	
		PERIOD TO DATE	YEAR TO DATE			BALANCE	% USED
1000 SALARY & BENEFITS	2,129,342.94-	145,220.85	1,494,165.67	0.00	635,177.27-	70.2	
2000 OPERATION EXPENDITURES	40,633.00-	2,585.04	17,770.17	0.00	22,862.83-	43.7	
3000 PROFESSIONAL EXPENDITURES	329,290.00-	11,670.02	190,932.70	13,148.22	125,209.08-	62.0	
4000 OTHER OVERHEAD	464,318.00-	5,732.80	222,790.41	0.00	241,527.59-	48.0	
TOTALS	\$2,963,583.94-	\$165,208.71	\$1,925,658.95	\$13,148.22	\$1,024,776.77-	65.4	

CITY OF MONTEREY PARK

EXPENDITURE SUMMARY REPORT BY OBJECT

FROM 03/01/2018 TO 03/31/2018

FUND SUMMARY

75.0% YEAR COMPLETE

FUND	DESCRIPTION	APPROPRIATION	PERIOD TO DATE	-----EXPENDITURE-----		ENCUMBERED	UNENCUMBERED	
				YEAR TO DATE	YEAR TO DATE		BALANCE	% USED
0010	GENERAL FUND	1,909,794.57-	113,188.10	1,327,182.98	13,148.22	569,463.37-	70.2	
0012	RETIREMENT FUND	327,841.37-	24,428.40	243,939.76	0.00	83,901.61-	74.4	
0131	LIBRARY TAX FUND	531,669.00-	12,373.71	276,387.24	0.00	255,281.76-	52.0	
0142	EL CIVIC EDUCATION GRANT	77,948.00-	9,187.23	41,739.74	0.00	36,208.26-	53.5	
0163	CAL LIBRARY LITERACY SVC GRAN	35,087.00-	2,621.62	10,551.69	0.00	24,535.31-	30.1	
0428	CA COUNCIL FOR THE HUMANITIES	0.00	0.00	3,684.12	0.00	3,684.12	0.00	
0445	LITERACY TRUST GRANT	32,178.00-	186.82	5,133.60	0.00	27,044.40-	15.9	
0454	LIBRARY PASSPORT TRUST GRANT	18,500.00-	1,222.83	7,566.83	0.00	10,933.17-	40.9	
0530	LIBRARY BILINGUAL BOOKS GRANT	7,500.00-	0.00	7,472.99	0.00	27.01-	99.6	
0532	LIBRARIES ILLUMINATED GRANT	23,066.00-	2,000.00	2,000.00	0.00	21,066.00-	8.7	
TOTALS		\$2,963,583.94-	\$165,208.71	\$1,925,658.95	\$13,148.22	\$1,024,776.77-	65.4	

ATTACHMENT 2
Trust and Agency Account Report
March 2018

**CITY OF MONTEREY PARK
INTEROFFICE MEMO**

DATE: March 31, 2018

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Balances in Library Trust and Agency Accounts as of March 31, 2018

General Donations (0075 450 0075 08250)

Beginning Balance	\$ 813.44
Deposits	0.00
Disbursements (Membership ALA, CLA: Diana Garcia)	(100.00)
(Membership ALA, CLA: Kristin Olivarez)	(70.00)
Total Ending Balance	<u>\$ 643.44</u>

Library Automation and Water Bill Donation (0075 450 0075 08260)

Beginning Balance	\$ 19,861.97
Deposits (Water Bill Donation: 3/31/18)	344.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 20,205.97</u>

Literacy Program (0075 450 0075 08270)

Beginning Balance	\$ 66,079.45
Deposits	0.00
Disbursements (Books: New Readers Press)	(613.20)
(Supplies: Office Depot)	(65.47)
(Books: Pearson Education)	(1,098.17)
(Books: Pearson Education)	(1,043.24)
Total Ending Balance	<u>\$ 64,302.61</u>

RESTRICTED ACCOUNTS:

Funds may be used at the discretion of the Board of Trustees for any item which would benefit the Library. This account includes the former trust accounts Bruggemeyer Memorial Library, Francisco Alonso Trust, Edgar Cohn Memorial Lecture Series and Rita Valenzuela Trust. Please note that the total comprising Rita Valenzuela's portion of this account remains at \$7,104.50.

Library Trust Accounts (0075 450 0075 08230)

Beginning Balance	\$ 10,313.31
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 10,313.31</u>

TOTAL REGULAR TRUST ACCOUNT BALANCES: **\$ 95,465.33**

Library Building Trust Fund (0075 450 0075 08320)

Beginning Balance	\$ 90,457.90
Deposits	0.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 90,457.90</u>

Passport Services (0075 450 0075 08325)

Beginning Balance	\$ 46,311.39
Deposits	(Passport fees) 1,475.00
	(Passport fees) 1,630.00
	(Passport fees) 1,770.00
	(Passport fees) 2,020.00
Disbursements	(0.00)
Total Ending Balance	<u>\$ 53,206.39</u>

GRAND TOTAL OF ALL TRUST ACCOUNT BALANCES: **\$ 239,129.69**

Interest income is recorded quarterly.

Measure C Funds:	FY 1998-99	\$460,964.15
	FY 1999-00	\$475,133.42
	FY 2000-01	\$483,445.07
	FY 2001-02	\$484,517.08
	FY 2002-03	\$488,958.14
	FY 2003-04	\$489,850.34
	FY 2004-05	\$489,667.94
	FY 2005-06	\$493,814.82
	FY 2006-07	\$498,769.00
	FY 2007-08	\$545,119.77
	FY 2008-09	\$489,932.81
	FY 2009-10	\$498,584.78
	FY 2010-11	\$497,574.18
	FY 2011-12	\$501,685.47
	FY 2012-13	\$497,160.01
	FY 2013-14	\$504,245.97
	FY 2014-15	\$505,443.00 (including interest earned of \$456)
	FY 2015-16	\$505,380 (estimated)
	FY 2016-17	\$535,366 (estimated)

ATTACHMENT 3
Library Fines Report
March 2018

CITY OF MONTEREY PARK

YTD INQUIRY

From: 03/01/2018 To: 03/31/2018

BEGIN DATE: 03/01/2018 END DATE: 03/31/2018 ACCOUNT: 0010701001007410 DESCRIPTION:

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	03/01/2018	CR 300143	82647	228.30-
0010-701-0010-07410		FINES	03/02/2018	CR 300159	82713	11.15-
0010-701-0010-07410		FINES	03/02/2018	CR 300160	82714	56.25-
0010-701-0010-07410		FINES	03/06/2018	CR 300202	132006	10.00-
0010-701-0010-07410		FINES	03/06/2018	CR 300203	132007	17.75-
0010-701-0010-07410		FINES	03/06/2018	CR 300204	132003	108.97-
0010-701-0010-07410		FINES	03/07/2018	CR 300214	132040	114.67-
0010-701-0010-07410		FINES	03/07/2018	CR 300233	132094	48.54-
0010-701-0010-07410		FINES	03/08/2018	CR 300246	132152	116.80-
0010-701-0010-07410		FINES	03/09/2018	CR 300251	132192	79.25-
0010-701-0010-07410		FINES	03/13/2018	CR 300281	132269	2.00-
0010-701-0010-07410		FINES	03/13/2018	CR 300282	132270	92.25-
0010-701-0010-07410		FINES	03/13/2018	CR 300292	132338	79.88-
0010-701-0010-07410		FINES	03/14/2018	CR 300298	132347	122.73-
0010-701-0010-07410		FINES	03/14/2018	CR 300305	132381	75.25-
0010-701-0010-07410		FINES	03/16/2018	CR 300343	83095	35.00-
0010-701-0010-07410		FINES	03/20/2018	CR 300396	132555	36.50-
0010-701-0010-07410		FINES	03/20/2018	CR 300397	132556	19.68-
0010-701-0010-07410		FINES	03/20/2018	CR 300398	132557	37.00-
0010-701-0010-07410		FINES	03/20/2018	CR 300399	132559	21.25-
0010-701-0010-07410		FINES	03/21/2018	CR 300431	132641	114.02-
0010-701-0010-07410		FINES	03/22/2018	CR 300447	132701	93.25-
0010-701-0010-07410		GEORGE HELIAS COLLECTION D8834	03/22/2018	CR 300448	132713	155.00-
0010-701-0010-07410		FINES	03/22/2018	CR 300466	132750	53.50-
0010-701-0010-07410		FINES	03/23/2018	CR 300491	132828	5.75-
0010-701-0010-07410		FINES	03/27/2018	CR 300521	83384	14.30-
0010-701-0010-07410		FINES	03/27/2018	CR 300522	83385	37.30-
0010-701-0010-07410		FINES	03/27/2018	CR 300523	83386	64.53-

CITY OF MONTEREY PARK

YTD INQUIRY

From: 03/01/2018 To: 03/31/2018

DESCRIPTION:

ACCOUNT: 0010701001007410

BEGIN DATE: 03/01/2018

END DATE: 03/31/2018

ACCOUNT	PROJECT	DESCRIPTION	DATE	REFERENCE 1 REFERENCE 3 REFERENCE 4	REFERENCE 2	AMOUNT
0010-701-0010-07410		FINES	03/28/2018	CR 300540	133077	79.30-
0010-701-0010-07410		FINES	03/29/2018	CR 300571	133150	102.38-
0010-701-0010-07410		FINES	03/30/2018	CR 300587	83473	77.74-
0010-701-0010-07410		FINES	03/30/2018	CR 300600	83503	152.34-
REPORT TOTAL						\$2,262.63-

Previous balance 07/01/2017 - 02/28/2018 = \$ 10,452.48
Month to date 03/01/2018 - 03/31/2018 = \$ 2,262.63
Fiscal year to date 07/01/2017 - 03/31/2018 = \$ 12,715.11



Library Board of Trustees Staff Report

DATE: April 17, 2018

AGENDA ITEM NO: 4

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: City Librarian's Report

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Receive and file this report; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

None

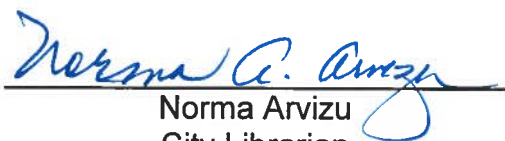
BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. City Librarian's Report

ATTACHMENT 1
City Librarian's Report

TO: The Board of Trustees of the Monterey Park Bruggemeyer Library
FROM: Norma Arvizu, City Librarian
SUBJECT: April 2018 Report

This past month of March brought significant operating events. First, the library's 2018/19 FY budget was at center with preparations for funding predicated on a six- day week of operations. This set the motion for tactical planning by the administration staff on which expenditures would be prioritized to sustain essential services for a six-day week.

The library tax known as Measure C, voted in by the city residents 20 years ago, expires on April 2018. Measure C designated support for the opening of Sundays with funding for operational costs and the addition of part time staffing. Without the library tax, the library will revert to a six-days a week operation. A preliminary draft budget for the 2018/19 FY has been submitted to the City. Currently, the library remains on target to be open for only six days per week to remain within the funding allocated from the General Fund.

Measure LL, which was to renew the library tax parcel for another 20 years, was defeated by the residents in March of 2017. This set the direction for library staff to make changes on operational costs and future programming based on the elimination of one day. Library staff will continue to deliver our services to our patrons as we have done in the past with some program shifting and adjustments. As the library director, I remain positive library staff will continue to support the needs of the community and the library will continue being the hub of information for our residents.

During the 2010 reduction of library staff, the library lost 33 part time employees and closed two days of operations – Fridays and Saturdays. As the City began to resurface financially only 17 part time staff members were replaced with the return of Fridays and Saturdays on a reduced schedule with only 3 hours opened to the public.

Monthly financial reports don't measure contributions by library managers, divisions, products or services. The monthly board reports show long lists of programs, attendance numbers, and program details but fail to show the necessary structure and high level of commitment and dedication delivered by staff operating without full staffing. Because our library users have become accustomed to stellar level of services without knowing the internal challenges staff face daily such as staff reduction and loss of funding, voters might not have thought it evident that there was a need to renew a tax measure for additional funds. However, it has been strenuous on staff to maintain this stellar level of operations without a staff burn rate.

There is no real integrated and definite plan for now showing the actual forecast for the library other than to remain on the high end of performance delivery within the monetary boundaries.

As you can see by the March Board Report, programming and attendance remain elevated and the commitment to deliver the best in services and goods remain high.

EMPLOYEE OF THE MONTH



The library instituted an Employee of the Month program in April 2010 wherein staff members nominate others for recognition of outstanding performance. Circulation Library Clerk Lina Nguyen was selected as the Employee of the Month for April 2018.

Circulation Services Supervisor Julie Villanueva nominated Lina, stating:

During the month of February Circulation was down 2 full-time library clerks. Lina graciously completed her own job tasks but also did the two clerks daily off-desk duties. She also often had long desk hours but never complained and made sure all jobs were completed. She is always willing to help out!

She is also helping with the Adult Vietnamese book order for this fiscal year, selecting titles and called to ensure with a large order the library also received a 20% discount which enabled her to suggest more titles!

She became aware of our shortage of DVD security cases and searched the Internet to find cases for sale, ordered and paid for them up front until the Foundation reimburses her.

She will volunteer to help or offer assistance enthusiastically to all staff and does so without a complaint.

Her assistance this month has been an exceptional help to Circulation and the library this month in particular, but always beneficial!

Congratulations to Lina!



Training/Workshops/Classes

On March 7, City Librarian Norma Arvizu attended the online webinar *Facilitating Constructive Contributions: Dealing with Difficult Behaviors; Helping People Share from a Better Place*. The webinar focused on identifying common types of disruptive behavior and shared multiple methods for facilitators to keep the conversation constructive. It also discussed basic

facilitation skills involving keeping a group on topic and on time. But what happens when a participant needs special attention?

Adult/Reference/Teen Senior Librarian Cindy Costales viewed the Infopeople archived webinar *Understanding and Supporting Patrons with Autism Spectrum Disorder* on March 30. The webinar discussed the characteristics of individuals with Autism Spectrum Disorders (ASD), to better understand how to best serve these patrons in public libraries.

On March 16 and March 23, **Evena Shu, Technical Services Senior Librarian, and Jessica Rodriguez, Technical Services Library Technician**, attended the second and third *Open Data* online training hosted by Will Saunders and Anne Neville, California State Library consultants, and Debbie Faires, Director of Online Learning, San Jose State University. Evena and Jessica received further training on where to find open data, how to use and evaluate open data and how to give feedback to the organizations who publish open data.

On March 14, Evena participated in the webinar about evaluating the **Libraries Illuminated** grant program using *Project Outcome*. She learned how to use the online tool to access library programs.

Evena completed two Infopeople online classes based on Data Informed Public Libraries (DIPL), an initiative that is being sponsored by the California State Library. This initiative builds upon the foundation of the April 2017 *Research Institute for Public Libraries* :

- *Telling the Library Stories with Data*
Evena learned to identify inputs, outputs, outcomes, and anecdotes and shape them into a powerful story that demonstrates the impact of the library. She explored components of effective data-based stories; how to classify data as inputs, outputs, or outcomes; ways to visually present data and best practices for infographic design.
- *Using Infographics for Big Impact*
Evena learned to make library data more interesting, compelling and memorable by presenting it visually. She learned how to use infographics to represent library data or information including how to use Excel and WordArt to develop infographics and how to use free web-based tools to create infographics.

Due to recent issues with patrons bringing dogs into the library, **Circulation staff** reviewed the ADA and State of California service animal laws. Staff members are only allowed to ask two questions of patrons bringing dogs into the library: 1) Is the dog a service animal required because of a disability? and 2) What work or task has the dog been trained to perform? The animal must be leashed. Staff may ask a person to remove the animal if the animal's behavior poses a threat, is out of control or is not housebroken. Circulation being the first point of contact has decided to begin a conversation with the simple question of "Is

this your pet?" which give the patron a chance to explain the role of the animal without cuing them to the "service animal" terminology.

On March 13, **Acting Literacy Administrator Jose Garcia** participated in an online webinar with Allison Micali from America Learns. America Learns is an online database for gathering student and tutor data. It recently received some upgrades to create reports for CLLS including the Roles and Goals forms that tutors must complete. It seems like it is more useful for the one-to-one tutoring program but not as much for ESL and Citizenship.

On March 7, **Children's Senior Librarian Diana Garcia** attended the Infopeople webinar *Facilitating Multi-Dimensional Listening: Helping Groups Identify Common Ground while Acknowledging Differences*. This training addressed how to facilitate productive discourse and group discussion amongst staff, stakeholder groups, and focus groups.



Outreach/Meetings/Conferences

City Librarian Norma Arvizu participated in the annual Day in the District on March 23 with State Senator Ed Hernandez. Once a year, Library Directors are asked to visit their elected officials and pitch the need to keep libraries viable in their

communities. Other library directors present were from Los Angeles County, West Covina, La Puente and El Monte.

Adult/Reference/Teen Senior Librarian Cindy Costales attended the Women's Club meeting on Wednesday, March 14 at 7 pm in the Service Club House.

Teen Librarian Darren Braden participated in the Montebello Unified School District's annual career fair at Macy Intermediate School on Friday, March 9. Darren presented a 30-minute talk about library careers in each of the four classrooms he visited and shared with students what a typical day is like working as a librarian at the Monterey Park Bruggemeyer Library.

Darren also participated at the Boys & Girls Club Open House on Tuesday, March 27 at 5 pm. Darren set-up a booth with books, prizes, and library calendars and program flyers. The activity at the library booth impressed the Garfield Medical Center staff located in a nearby booth and they inquired if library staff members visit other places. Darren gave them his business card and encouraged them to call the library.

On March 8, **Children's Senior Librarian Diana Garcia** presented at the 7th Annual *Seguimos Creando Enlaces* conference held at San Diego Central Library. *Seguimos Creando Enlaces* brings together professionals from Mexico and the United States to address services to

immigrant communities and Spanish speakers. Diana was on the panel of *Helping Immigrant Children- and their Families- with Homework*, which was organized and moderated by Dr. Cindy Mediavilla, professor of UCLA's Department of Information Studies. Diana presented alongside librarians from Pasadena, San Diego and City of Commerce to an audience of over 200 attendees.



ADMINISTRATION



Special Honoree
Janet Yu

INDIVIDUAL TICKETS ARE \$65 EACH AND SPONSORSHIPS ARE AVAILABLE.

Please join us for an incredible evening of sizzling food, red hot raffles & auctions, cool tunes and the warmth of friends and fellow library supporters. Dress hot or dress cool but dress for a celebration! Doors open at 6:00 pm for check in and the event starts at 7:00 pm. We hope to see you there!

THE LIBRARY MATTERS AND YOU CAN MAKE A DIFFERENCE!

For more information on purchasing tickets or sponsoring a table, please contact (650) 957-2222 or visit www.montereypark.ca.gov/Libraries



Host: Gilbert Stokes & Friends
(Monterey Park Library)

The **Monterey Park Library Foundation** continues to plan for the annual Gala on Friday, April 27 starting at 6 pm at Luminarias restaurant. Mike Eng, former State Assembly member, Monterey Park City Council member and Library Board Trustee, will emcee the event. The Foundation will honor former Library Board member Janet Yu for her contributions to the library and community. Gilbert Stokes (former lead vocalist of the popular band El Chicano) and Friends will perform. Tickets are \$65 each and table sponsorships are still available and highly encouraged. Library Foundation members continue to solicit participants, sponsors and raffle prize donors. The menu will feature chicken Chardonnay (pasta primavera is available as an option for vegetarians) and in a change of pace, a pineapple cake dessert.

The **Friends of the Library** continued to support the library by providing funding for library programs and activities for the community to enjoy. **The Friends Bookstore earned \$642.75 in March 2018.**

The Friends will be holding its annual membership drive in April. Dues are \$5 for a single person, \$10 for a family, \$3 for seniors, \$25 for patron, \$50 for sustaining, and \$100 for benefactor. The application form also allows one to volunteer to help with Friends' activities.

Administration Staffing

City Librarian Norma Arvizu and Administrative Secretary Gwen Kishida, with the input of division supervisors, generated a proposed budget for fiscal year 2018/19. Before her medical leave, Norma determined and revised allocations. During Norma's absence, Gwen consolidated content, rewrote expenditure and personnel explanations, input budget numbers into the City system and created the preliminary budget presentation binders.

Norma and Gwen met with the City Manager and Management Services Director to review the library's preliminary budget before it is presented to the City Council for approval.

Administrative Secretary Gwen Kishida designed the flyer/poster for the Library Foundation Fire and Ice Gala that also ran as a full-page advertisement in the Monterey Park Cascades newspaper.

Gwen designed the flyer/poster for the Friends of the Library membership drive.

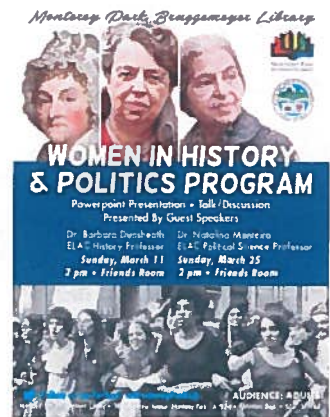
Gwen continues to serve on the Cherry Blossom Festival planning committee. This year the Cherry Blossom Festival will take place on April 21 and 22 in Barnes Park. Gwen organizes the craft, community and commercial booths and consolidates information / generates the content for and designs the event program for the Cherry Blossom Festival. Gwen also offers advice and assistance in planning for the annual Play Days celebration.

2017 – 2018 ADMINISTRATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Design a strategic marketing and outreach plan with efforts such as printing, advertising, or promotional items for library publications with a new recognizable logo.	Staff has discussed branding and is implementing consistency in library name font style and other promotional efforts. With improvements to the library website, event flyers are featured more prominently on the library homepage.
2. Create excellent directional aids so that information and services can be found efficiently throughout the library.	The library has discussed the need for additional specific signage for Passport Services and other revamped areas.
3. Conduct assessment of customer services on a quarterly basis and compare results against established baseline and benchmarks.	The library's management team has met to discuss the parameters of the assessment and determine the format and content of a survey to be presented to patrons on-site and on the website.
4. Further integrate the library services into the local school and business communities by participating in local fairs and public events.	Staff participated in the City's Geranium Festival on October 14 and the Lunar New Year Festival on February 3 and 4 as well as several Farmers Markets and the National Night Out on August 1. At the upcoming Cherry Blossom Festival in April, the Teen/YA

Librarian and Junior Friends will have a booth promoting library services and activities while LAMP staff will provide passport services. Staff continue to make school visits on a regular basis.

ADULT / REFERENCE SERVICES



Women's History Month Programs

The library presented a program series celebrating the stories of women who made and are currently making a difference in women's history. The series of four programs also helped to raise awareness of the many issues women currently face.

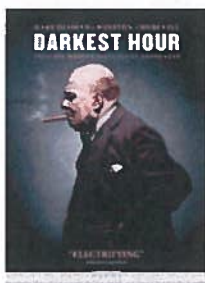
This year, the library partnered with East Los Angeles College, inviting two professors from the Women/Gender Studies program to present lectures and discussions at the library on women in history and politics on March 11 and March 25. The partnership helped to further build bridges between the library and ELAC. Professors Dr. Barbara Dunsheath and Dr. Natalina Monteiro publicized their library lectures on ELAC's National Women's History Month program flyer that was posted online for ELAC students. The professors also encouraged students to attend their lectures at the library. A student reporter from the ELAC student online newspaper also attended the library lectures and posted an article online about Dr. Barbara Dunsheath's talk at the library.

Other Women's History Month programming included the film screening on March 4 of *Hidden Figures*, the story of the brilliant African-American women at NASA who assisted with the launch of astronaut John Glenn into orbit. Another program on March 18 spotlighted the work of three Monterey Park women who are educating and promoting the forgotten history of Chinese American immigrants who helped to build the first Transcontinental Railroad. The program included a documentary film, power point, discussion, and presentation by Becky Cheng, District Director for U.S. Congresswoman Judy Chu's office, who presented Certificates of Congressional Recognition to Lisa Yang, Susan Zhou, Cindy Yee and Cindy Costales. A total of 168 people attended the four Women's History Month programs.



Free Legal Assistance Clinic

The Asian Pacific American Bar Association presented a free legal assistance clinic on Tuesday, March 13 with 29 people participating in the clinic including several volunteer attorneys and assistants.



Monthly Film Program

Reference Librarian Maggie Wang screened *The Darkest Hour* on Wednesday, March 21 to an audience of 36 people. The historical drama depicting how the fate of Western Europe depended on new British Prime Minister Winston Churchill, who must decide whether to negotiate with Hitler or fight, knowing it could mean a humiliating defeat for Britain and its empire. Gary Oldman received the 2018 Best Actor Academy Award for his portrayal of Winston Churchill.



Computer Classes

March computer classes included two Beginning Microsoft Word classes offered as evening and morning classes and the Open Lab. A total of 96 adult students attended computer classes in March.

YA SERVICES



Mid Week Movie

The classic Agatha Christie novel, *Murder on the Orient Express*, made into a newly released film starring Kenneth Branagh, Judi Dench and Johnny Depp, was screened on Wednesday, March 7 to an audience of 34 people.



Junior Friends Meeting

The Junior Friends met on Monday, March 12 at 4:30 pm in the Friends Room to discuss elections with 15 teens attended the meeting. The Junior Friends volunteered 79 hours during the month of March.



Teen Tech Week Programs

A series of teen tech programs were presented in March to celebrate Teen Tech Week (March 4-10):

- The Junior Friends planned and presented a STEAM program to 21 teens on March 14. The activity incorporated art and science using technology that shrunk the art projects to 1/8 of its original size and made the art stiff and rigid.
- Teen Librarian Darren Braden planned a Robotics activity after the STEAM art project program on March 14. Two teens stayed for this portion of the program and worked with coding and building two robots.

- Teen Librarian Darren Braden presented a Computer Science program on March 21 introducing teens to YouTube to solve common tech problems like fixing a laptop or taking apart a digital camera to see how it works. After the demonstration, teens worked with the hardware, some with the robots, while others worked on the computers. Eight teens attended the program.
- The award winning animated film *The Wind Rises* was screened on March 28 to an audience of 12 people. The film tells the story of Japanese aviation engineer Jiro Horikoshi (Hideaki Anno), whose storied career includes the creation of the A6M World War II fighter plane.

2017 - 2018 ADULT / REFERENCE / YA GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Develop new programming with films and guest speakers that promotes conversations with library audiences about the issues of immigration with people's stories about coming to California.	The short documentary film, "Crossing Donner Summit," was screened as part of a Women's History Month Program on March 18 at 2 pm in the Friends Room. The film tells the history of the Chinese-American immigrants who built the first Transcontinental Railroad. A power point presentation on the monument that will be built to recognize and honor these Chinese-American immigrants was presented after the film screening. The audience participated in a question and answer session with the guest speakers after the presentations. Several people in the audience shared their family history about family members who worked on the first Transcontinental Railroad.
2. Explore new ways of engaging immigrant communities in library programs and services for a grant project.	Completed.
3. Develop new Teen Tech Week and Teen Read Week programs to promote reading and technology with teens.	The library presented three technology programs in March on robotics and computer science, and screened the animated film <i>The Wind Rises</i> , to share the history of Japanese aviation engineer Jiro Horikoshi who created the A6M World War II fighter plane. Staff also worked with the Junior Friends who presented

a STEAM art/technology program on March 14.
All of the month-long programs celebrated
Teen Tech Week to promote technology and
reading with teens.

TECHNICAL SERVICES / AUTOMATION

Acquisitions: Staff created 475 order records in March and updated 5,421 records.

Computers: The library would like to thank Library Board Trustee Jason Dhing who donated seven Dell 17" monitors and a HP color printer to LAMP.

ILL (Inter Library Loans): In March the Library did not lend any books to other libraries and borrowed one book.

Mending and processing: 235 items were in repair status. In March staff cleaned eight CD/DVDs.

Overdrive: There were 194 overall circulations including 127 eBook circulations and 65 audiobook circulations. We saw a 30% jump in circulation due to the move of titles from Axis 360 and the library's staff promotion.

Weeding: 839 items were weeded from the collection.

Grant:

Evena Shu, Technical Services Senior Librarian, continued to work with Christi Chavez, Children's Library Clerk to plan the robotics workshop for Tweens. Evena also worked with Darren Braden, Teen Librarian, who test ran the robotics on March 12 for Teen Week. Evena completed the first Libraries Illuminated grant report which was due on March 30.

Technical Services Staffing

Rudy Jimenz, Technical Services part-time Library Page, returned to work on the week of March 19 after six weeks of leave. He has a new baby girl. Congratulations Rudy!

2017 – 2018 TECHNICAL SERVICES GOALS AND OBJECTIVES

GOALS AND OBJECTIVES	PROGRESS
1. Acquire ten Chromebooks to supplement existing computers and provide alternatives that offer mobility and versatility to support increased computer usage in the library.	Completed. The library purchased ten Chromebooks, a wireless printer and a charging station using the Southern California's grant <i>Building 21st Century Skills for Tweens and Teens</i> .
2. Elicit free online links and catalog records for government documents such as the census and congressional documents to	Completed. Staff filled in the profile for getting the free online links and catalog records for government documents through the Federal

allow 24/7 access by the public by participating in the Federal Depository Library Program's Cataloging Record Distribution Program.

Depository Library Program's Cataloging Record Distribution Program.

3. Further participate in the City's Website Committee to redesign and revamp the Library's Webpage to improve accessibility and boost interest.

Completed. Technical Services Senior Librarian Evena Shu attended the City's Website Committee on July 25. The Committee plans to invite representatives from each department who will be involved in setting the City's Website policy. The Library's Website Committee which includes representatives from different divisions revamped the library webpage in September 2017.

CIRCULATION SERVICES



At the beginning of March, a shelving unit was placed in the open area near the stairs to highlight the newest Foundation DVD purchases. The remaining collection is shelved on a wall display around the corner in the DVD/audio-visual section. By highlighting these DVDs and BluRays, this month the Foundation collection circulation increased 200% for the BluRays and 118% on DVDs!

Circulation Staffing

Circulation was thrilled to have full-time Library Clerk Mona Ying back from China. She and her language skills were missed! Fortunately we have part-time Library Clerks who assisted with coverage of the public desk effectively.

2017 – 2018 CIRCULATION GOALS AND OBJECTIVES

GOALS AND OBJECTIVES

1. Investigate new 21st century technology in patron self checkout using the convenience of a mobile app on the patron's personal device to expedite customer service.
2. Recruit and retain Circulation volunteers to assist in making available returned library materials quickly accessible for the public, fulfilling patron needs.

PROGRESS

Completed. The meeScan mobile app is now available and will allow a patron to select a book from the shelf and use their personal device to check the item out which sends the information to the library's computer system. The patron desensitizes the item near the Circulation desk and takes the item home. Testing has been completed, the desensitizer is available and staff trained to assist patrons.

Ongoing. We continue to work with our volunteer coordinator to match our needs with available volunteers. Volunteers are an essential part of Circulation. We depend on reliable volunteers for assistance with returning library materials which allows library clerks to offer superior customer service to our patrons.

LAMP LITERACY / CITIZENSHIP

Passports, passports and more passports! That is what staff did in the LAMP office for the month of March. Staff accepted a total of 244 applications for the month, which is twice as many as the previous month and nearly 100 more than the same time last year. And when staff were not accepting applications, they were busy making appointments and answering questions about passports.

ESL and Citizenship Classes

ESL and Citizenship classes are chugging along at a steady pace. With most of the classes already full and the semester half over, very few students are added to the classes at this point. The Wednesday Citizenship class continues to be very popular though, as the waiting list for that class is starting to grow.



Passports

With passport execution fees increasing from \$25 to \$35 on April 2, 2018, staff saw a surge of appointments in March of people trying to “beat the fee.” In order to meet the demand of passports during this busy season, the LAMP office increased passport acceptance hours to include Sundays from 1 – 4 p.m. Sundays have turned

out to be just as popular as Saturdays since it allows for families to come on their off day. Staff expect April to be just as busy and have begun preparations for LAMP’s passport event during the City’s Cherry Blossom Festival.



New Citizens- March

Wu Feng
Jing Chi
Yanfang Jiang
Anh Tuyet Ha
Hwe Hwe Yee
JiaHua Chen

LAMP Statistics for March 2018

Programs	109	
Program Attendance	1,473	
Students Served this month	300	
Student hours	2,547	
Total Students	YTD 678	Projected 1,650
Total Hours	YTD 18,305	Projected 29,000
Passports	244	YTD 1,047
Passport Revenue	\$7,150	YTD \$30,190

ESL and Citizenship Preparation Classes

Citizenship Preparation	Mondays	6:00 – 8:00 p.m.	Lilian Kawaratani
Citizenship Preparation	Wednesdays	10:00 a.m. – 12:00 p.m.	Anabelle Chu
Citizenship Preparation	Sundays	1:00 – 3:00 p.m.	Lee Zambrana
Citizenship Support	Wednesdays	12:00 – 1:00 p.m.	Betty Li
ESL Beginning Literacy	Sundays	3:00 - 4:30 p.m.	Esther Park
ESL Beginning Literacy	Fridays	10:00 a.m. – 12:00 p.m.	Lisa Duong
ESL Beginning Low	Mondays	6:00 – 7:30 p.m.	Sam Fechenbach
ESL Beginning High	Mon/Wed	12:00- 2:00 p.m.	Sam Fechenbach
ESL Intermediate Low	Tue/Wed/Thurs	1:00-3:00 p.m.	Nancy Gilmore
ESL Intermediate High	Mon/Tue/Wed	3:00 – 5:00 p.m.	Richard Hollingsworth
ESL Advanced	Tuesdays	7:00 – 8:30 p.m.	Sam Fechenbach
ESL Conversation	Sundays	1:00 – 3:00 p.m.	Daisy Liu

LAMP Staffing

Jose Garcia, Acting Literacy Administrator, began preparing for the Cherry Blossom Passport Event which will be held on April 21 and 22. He created a flyer to promote the event and began ordering supplies that will be needed.

On March 5, Jose participated in the monthly online CBO meeting with CASAS Program Manager Jay Wright. Jay explained the Periods of Participation (PoP) in TOPS Enterprise and recommended that LAMP staff update attendance as frequently as possible. He also reminded all in attendance about upcoming deliverables due at the end of April.

Angelica Marquez, Part Time Library Clerk, continued to manage student attendance and adding or dropping students from ESL or Citizenship classes. With the increase in appointments for passports, much of her time was also spent assisting patrons with passport related questions.

Hannah Chin, Part Time Library Clerk, continued to assist in accepting passport applications on Monday evenings. Additionally, Hannah made phone calls to students regarding absences and to add students from the waiting lists.

Jay Delgado, Part Time Library Clerk, worked primarily on passports. On Sundays, in addition to accepting passport applications, he helped prepare the Audio/Video equipment for the classes and shelved returned items.

Gloria Nguyen, Part Time Library Clerk, continued to prepare students for their Naturalization exam and helped six more students become citizens this month. Additionally, she assisted patrons in making appointments for passports.

Rudy Jimenez, Part Time Library Page, was out for most of the month to be with his wife and newborn daughter. Upon his return, he assisted the office by shelving materials that had been returned and filing student records.

Kieu Truong, Part Time Library Page, continued to help in the office with translations. She normally only works on weekends but this month we had several staff members sick so she was able to help cover the office on a Monday and Tuesday evening. Additionally, she learned how to make appointments for passports and would assist in making photocopies when necessary.

2017 – 2018 LAMP GOALS AND OBJECTIVES

GOALS/OBJECTIVES	PROGRESS
1. Develop a distance learning program that offers Citizenship Preparation to the community's Spanish speaking adult residents unable to attend onsite Citizenship classes.	Staff has begun researching content for citizenship preparation that can be loaded onto iPads for circulation.
2. Restructure initial assessment of adult learners to better assist the tutors in developing their curriculum around the needs and goals of the student.	Staff is researching what other Library Literacy Programs are currently using to assess their learners.
3. Boost passport application intake by increasing service hours and extending to include passport services during special events.	LAMP has scheduled to increase passport acceptance hours during peak months to include Sundays from 1-4 p.m. Also, another passport event is scheduled to be offered during the City's Cherry Blossom Festival on April 21 and 22.

CHILDREN'S SERVICES

In March 2018 Children's staff presented **37 public programs and storytimes to 2,324 parents and children**. Staff also hosted **one field trip** to the library and **three school visits** which served a total of **263 teachers, parents and children**, bringing **total programming attendance to 2,587** for the month of March. Staff answered **653 reference questions** in person and over the telephone.

March typically marks the beginning of an uptick in storytime attendance as cold and flu season ends and Daylight Saving Time begins. Children's Services had over 200 attendees at each Baby Storytimes on March 15 and 29, a new record for the department. Groups will grow through spring and summer until the start of the 2018-19 school year.

The Department also finalized performers and incentives for the 2018 Summer Library Program! Staff is excited to welcome back some favorites and to host some new and exciting performers this summer.

Type	QTY	QTY		% Change vs.	
Month	March 2018	February 2018	March 2017	February 2018	March 2017
Program Attendance	2324	1491	1888	+56%	+23%
Outreach Attendance	263	103	385	+155%	-32%
Reference Questions	653	583	833	+12%	-21%

Programming

Homework Help

Children's Department volunteers held **nine sessions of Homework Help** and assisted **23 children with 67 questions** over the course of the month.

Little Explorers

Approximately 120 people joined Children's staff for a light-themed Little Explorers program in March. Children were invited to explore three different stations: light tables, shadow puppets, and tissue paper art. Children and parents alike were captivated by the light tables and the accompanying toys, and could be overheard identifying letters, shapes and animals together.



Afterschool Art

Eleven children and five adults attended Afterschool Art where they created masterpieces inspired by James Rizzi. Kids used oil pastels and markers to create colorful, quirky, and silly cityscapes that included smiling buildings, dinosaurs and princesses.



Community Partnerships

Children's Senior Librarian Diana Garcia visited Garvey Unified School District's Headstart program at Williams School on March 23 to speak to caregivers about library services and early literacy. Many families were already regular library users, but about half of the group had not visited the library. Diana gave out library card applications and showed a short video so that parents could see the full scope of programming and services available to families. Parents were also very interested in ESL, Citizenship and Mandarin classes. One parent who was at the presentation brought her two young children to the library the following Monday and her children had so much fun that they asked to come back to the library as soon as they woke up on Tuesday morning! The mother thanked Diana for visiting Headstart and telling parents about what the library has to offer. Diana will visit Headstart families at Hillcrest Elementary in early May.

Multilingual representatives from the local WIC office visited the library following Baby and Toddler storytime on March 29 to give information to caregivers about available nutritional assistance for families. Families were very interested, and most were not previously aware of the WIC program. They will visit following storytimes on a monthly basis over the next few months.

Class Visits, Outreach and Field Trips

This month Children's Services served a **total of 263 children and adults during one field trip** to the library and **three school visits**.

Children's Senior Librarian Diana Garcia visited Hillcrest Elementary School's Read Across America celebration on March 2, where she read to four classrooms of students in kindergarten through 6th grade.



Diana visited Bella Vista Elementary School on March 14, where she read to six large classes of students in their cafeteria.

Forty-one children and caregivers from Katie MacDonald's Montebello Adult Education Parent/Child Class visited the library together on March 28 for storytime and group play.

1,000 Books Before Kindergarten

Children read 3,100 books in the *1,000 Books Before Kindergarten* program, which encourages early literacy and learning in the home for children birth through preschool. Twenty-three new children signed up for the program this month and twenty-eight children read at least 100 books.

In all, families have read 119,000 books since the inception of the program in 2014.

Literacy Extension Corner

March's activity invited children and caregivers to participate in a reproduction of Yayoi Kusama's art installation *Obliteration Room*. Staff covered cubicle dividers in white paper, purchased small, inexpensive pieces of furniture from Ikea and then invited visitors to cover the installation in colorful dot stickers. Images from the new picture book biography *Yayoi Kusama: From Here to Infinity!* by Sarah Suzuki and Ellen Weinstein were placed on the back of the wall so that children could learn about the life and work of the artist.

Over 600 children participated in the Literacy Extension during the month of March.





Collection

Staff finished adding genre labels to all books in the Children's Fiction. Staff individually inspected nearly 4,500 books for damage and condition, checked circulation statistics and made a genre determination before applying labels. Staff also weeded approximately 400 damaged and non-circulating books from the collection. Technical Services staff cleaned up inconsistencies in Millennium records so that staff has more accurate information on the collection. All of this work has improved accessibility for young patrons and resulted in a better collection for the library.

Staff also purchased end cap display shelves for the Children's Non-Fiction cases to highlight new or in demand books and invite browsing within the section.



Circulation Statistics

In March 77.5% of the library's total circulated items were Children's materials. A total of 14,457 children's items were checked out during this month.

CHILDREN'S CIRCULATION STATISTICS		
	March 18	
LOCATION	% of TOTAL CIRC	QTY
Children's Board	6.3%	1155
Children's Books on CD	0.0%	4
Children's CD	0.2%	29
CDVD	0.6%	114
CDVDF	0.2%	35
Children's Easy Fiction	11.0%	2035
Children's Easy Non-Fiction	4.3%	801
Children's Fiction	27.3%	5028
Children's Graphic Novels	4.5%	823
Children's International	3.5%	651
Children's Non-Fiction	9.0%	1659
Children's Paperbacks	9.7%	1788

Children's Periodical	0.1%	24
Children's Recordings	0.6%	102
Children's Audio Books	0.1%	11
Chinese Learning Collection	0.1%	11
Tumblebooks		187
Total	77.5%	14,457

2017-18 CHILDREN'S GOALS AND OBJECTIVES

GOALS/OBJECTIVES

1. Add monthly puppet show program to expand literacy enrichment activities for children and caregivers.
2. Provide library outreach to classrooms and host field trips to the library for schools and child care centers.

PROGRESS

Children's Services has put continuing puppet shows on hold until a new part-time Children's Librarian is hired.

Ongoing. In March Children's staff hosted field trips to the library by Montebello Adult School, and visited Bella Vista, Williams and Hillcrest Elementary Schools serving a total of 263 children, teachers and caregivers.

Monterey Park Bruggemeyer Library Statistics Summary 2017-18

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY TOTAL
NEW PATRONS													
Total New Patrons Registered	285	379	281	291	237	147	270	243	257				
CIRCULATION													
Total Public Service Hours	183	201	166	193	164	150	177	160	190				
Library Visits	28,033	31,319	25,198	30,104	23,398	19,794	22,481	20,996	25,576				
Total Circulation	18,843	19,429	17,670	19,717	17,060	14,005	18,195	14,895	18,435				
PREVIOUS YEAR CIRCULATION													
Library Visits	25,973	29,889	28,528	30,589	23,953	21,489	23,808	24,107	31,519				
Total Circulations	18,021	18,735	17,656	21,920	17,742	15,782	17,508	18,303	20,851				
CIRCULATION MATERIALS													
Circulation of Children's Materials	12,574	14,092	13,561	15,221				11,544	14,270				
Circulation of Adults Materials	5,447	5,374	4,109	4,468	3,859	3,470	3,787	3,377	4,121				
Circulation of ebooks								149	194				
Adult/YA													
Adult Reference Questions	583	735	608	614	536	409	591	447	585				
Number of Technology Reference Questions	449	685	541	1,053	639	439	484	504	528				
Number of Completed Technology Reference Transactions	449	685	541	1,053	639	439	484	504	528				
Adult Programs - Number	18	28	16	25	16	6	18	23	24				
Adult Programs - Attendance	407	543	357	790	175	97	262	607	377				
Adult Friends Sp. Program -	182	157	22	365	22	27	70	200	186				

Attendance										
Young Adult Program Number	6	5	8	3	6	5	7	7	5	
Young Adult Programs Attendance	168	162	308	56	98	87	136	320	79	
Young Adult Friends Sp. Programs - Number	0	0	0	0	0	0	0	0	0	
YA Friends SP Program- Attendance	0	0	0	0	0	0	0	0	0	
Adult Friends Sp. Programs - Num	6	4	1	5	1	1	1	2	4	
LAMP										
LAMP Reference Questions		871	519	635	505	566	845	750	938	
LAMP/Citizenship Programs- Number	58	96	91	119	131	67	86	96	109	
Adult Literacy Program Attendance	417	1259	1557	1691	1429	704	824	1293	1473	
LAMP Preschool - Number	0	0	0	2	0	0	0	0	0	
LAMP Preschool - Attendance	0	0	0	53	0	0	0	0	0	
LAMP School Age - Number	16	0	0	2	4	0	0	0	0	
LAMP School Age - Attendance	78	0	0	18	29	0	0	0	0	
Passport Services	104	105	70	105	93	76	128	122	244	
CHILDREN										
Children's Reference Questions	644	734	827	945	642	475	679	583	653	
Children's Outreach	287	27	52	210	224	70	157	103	263	
Children's Program Number	50	38	44	48	45	26	45	42	41	379
Children's Program Attendance	2,935	1884	1931	2009	1635	1312	1613	1491	2324	
Pre-School Programs- Number	9	15	15	16	20	10	16	17	16	
Pre-School Programs- Attendance	762	1011	893	799	902	554	782	867	1257	
School Age Programs - Number	41	23	29	32	25	16	27	25	25	
School Age Programs - Attendance		873	1038	1210	733	758	831	624	1330	
Children's Program Friends Sp. - Number	2	0	0	0	0	1	0	0	0	3

Children's Program Friends Sp. - Attendance	270	0	0	0	0	0	258	0	0	0	
INTERLIBRARY LOANS											
ILL loans to other	1	1	1	1	0	0	0	3	0	0	
ILL loans received	1	1	0	0	0	0	0	0	1	1	
COLLECTION TOTALS											
Adult volume added	254	362	174	401	222	117	201	272	285		
Children's volume added	97	335	404	236	130	110	225	352	396		
Items Deleted	647	1,730	474	517	418	370	838	40	839		
Total Vols in Collection	153,926	152,894	153,045	153,156	153,092	153,028	152,600	153,196	153,043		

MONTEREY PARK BRUGGEMEYER MEMORIAL LIBRARY

TECHNICAL SERVICES/AUTOMATION STATISTICAL REPORT

March 2018

Submitted by Evena Shu, Technical Services Senior Librarian

March 1st, 2018	Cumulated Total	Cumulated Deleted	Added March 2018	Deleted March 2018	Gain/Loss March 2018	Changes March 2018
Items records	153,043	239,307	686	839	-153	
Bib records	134,172	185,198	732	526	206	5,421
Authority records	110,102	75,716	608	403	205	
Order records	16,632	68,088	475	2	473	
February 1st, 2018	Cumulated Total	Cumulated Deleted	Added February 2018	Deleted February 2018	Gain/Loss February 2018	Changes February 2018
Item records	153,196	238,468	636	40	596	
Bib records	133,966	184,672	555	39	516	1,337
Authority records	109,897	75,313	691	466	225	
Order records	16,159	68,086	338	0	338	

CIRCULATION STATISTICS	ITEMS	PERSONS	HOURS
ATTENDANCE		25,576	
HOURS OPEN			190
CHECK-OUT AND RENEWAL	18,435		
CHECK-IN	15,136		
PATRON REQUESTED HOLDS	93		
FILLED HOLDS	51		
Monterey Park	34		
Alhambra	3		
Los Angeles County	11		
Rosemead 10			
Montebello 1			
Monrovia	1		
Santa Fe Springs	1		
Other	1		
Total	51		
MEESCAN Total number of sessions	6		
USAGE Items checked out	14		

SELF-CHECKOUT MACHINE USAGE

Patrons by Day of the Week

<u>DAY</u>	<u>OK</u>	<u>REFUSED</u>	
SUN	95	12	
MON	66	5	
TUE	82	8	
WED	44	3	
THU	52	3	
FRI	18	0	
SAT	54	8	
TOTAL	411	39	450 Patrons
Feb 2018 total	324	36	360

Items By Day of the Week

<u>DAY</u>	<u>REFUSED</u>	<u>ISSUED</u>	<u>RENEWED</u>	
SUN	4	368	2	
MON	1	337	0	
TUE	3	275	2	
WED	5	117	1	
THU	2	187	0	
FRI	1	80	0	
SAT	5	229	0	
TOTAL	21	1,593	5	1,619 items
Feb 2018 total	14	1,110	18	1,142

LAMP MONTHLY STATISTICAL REPORT

March 2018

A. TUTORS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	#	HOURS			#	HOURS	#	HOURS	#	HOURS
ESL	6	86	0	0	6	96	9	617	10	1200
CITIZENSHIP	7	50	0	0	7	61	7	469	40	1000
BASIC	16	54	0	0	16	52	19	566	40	1200
FFL	0	0	0	0	0	0	0	0	0	0
ELLI	0	0	0	0	0	0	4	143	10	900
TOTAL	29	190	0	0	29	209	39	1795	100	4300

B. LEARNERS	ACTIVE FROM LAST MONTH		NEW	DROPPED	ACTIVE AT END OF MONTH		TOTAL YTD*		PROJECTED TOTAL 2017 - 2018	
	# of students	# of hrs			# of active students	# of hrs	# of students	# of hrs	# of students	# of hrs
ESL	179	1687	13	29	163	1856	343	12170	650	19000
CITIZENSHIP	115	484	20	16	119	639	232	5293	500	7500
BASIC (1-to-1)	19	54	0	1	18	52	26	566	50	1000
DIST. LEARNING	0	0	0	0	0	0	2	30	120	
FFL - Adults	0	0	0	0	0	0	12	12	50	50
FFL - Children	0	0	0	0	0	0	41	41	50	50
ELLI	0	0	0	0	0	0	22	193	80	1400
TOTAL	313	2225	33	46	300	2547	678	18305	1500	29000

* Total from previous month + new tutor/students

C. TRAINING WORKSHOPS				
	Last Month	This Month	YTD	Projected 2017-2018
Workshops Held	0	0	4	10
# of Tutors Trained	0	0	16	75

D. STUDENTS WAITING	
ESL & citizenship classes	32
One-to-one	47
Referred to other institutions	2

E. OFFICE VOLUNTEERS	
# OF VOLUNTEERS	2
HOURS	15

US CITIZENS	New	YTD
Passed	6	57

Passports	New	YTD
Executed	244	1047

Reference Qs	New	YTD
ESL	144	1717
Citizenship	110	1164
Passports	684	2748



Library Board of Trustees Staff Report

DATE: April 17, 2018

AGENDA ITEM NO: 6

TO: Library Board of Trustees
FROM: Norma Arvizu, City Librarian
SUBJECT: Conduct Policy

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

1. Approve the proposed revised Conduct Policy; and
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Library Board of Trustees regularly reviews library policies to ensure relevance and correctness in the policies and Trustees' cognizance of the policies.

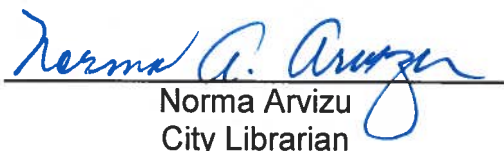
BACKGROUND:

None

FISCAL IMPACT:

None

Respectfully submitted by:


Norma Arvizu
City Librarian

Prepared by:


Gwen Kishida
Administrative Secretary

ATTACHMENTS:

1. Conduct Policy

ATTACHMENT 1

Conduct Policy

Monterey Park Bruggemeyer Library Policy	Policy Number: 96-05
	Issue Date: August 8, 1996
	Revised Date: September 17, 2002; August 21, 2006; January 21, 2008, January 19, 2010, September 21, 2010
	Library Board of Trustees' Approval
Subject: Conduct Policy	
	Page Number 1 of 2

DRAFT

Purpose:

The Monterey Park Bruggemeyer Library is a public facility open to all. Each person is responsible for proper behavior to ensure a respectful atmosphere. The Library Board of Trustees has established Rules of Conduct to provide library visitors with good service in a pleasant, safe and family-friendly environment.

Provisions:

1. Talk in soft tones only. Talking is not allowed in the Quiet Room, which is near the Reference Desk on the first floor.
2. To avoid disturbing other library patrons, silence all electronic devices. Each person is responsible for proper behavior to ensure a respectful atmosphere.
3. Talking is not allowed in the Quiet Room, which is near the Reference Desk on the first floor.
4. No eating or drinking except water, except for babies and toddlers and except at approved meetings in the Friends Room.
5. Smoking or use of e-cigarettes is prohibited in the building (Monterey Park Municipal Code Section 6.20.010) or within 20 feet of any entrance.
- 5.6. Bodily hygiene, scent or emanating odor so offensive as to constitute a nuisance to others is prohibited.
- 6.7. The care, safety and behavior of minor children visiting the library are the responsibility of the parent or guardian. The library does not act in *loco parentis*. Children younger than nine years of age cannot be left unattended in the library. Any child younger than nine years of age left unattended in the library will have the parent or guardian called to come pick up the child. If staff cannot contact such a person, the police will be contacted to take custody of the child. If at closing there is any child younger than thirteen years of age left unattended, staff will call the police to take custody of the child.
- 7.8. Damage, destruction or theft of library property is prohibited. Calif. Education Code Section 19910: "Any person who maliciously cuts, tears, defaces, breaks, or injures any book, map, chart, picture, engraving, statue, coin, model, apparatus, or other work of literature, art, mechanics, or objects of curiosity, deposited in any public library, museum, collection, fair, or exhibition, is guilty of a misdemeanor. The parent or guardian of a minor . . . shall be liable for all damages so caused by the minor." Leaving the library with materials that have not been properly checked out will be considered library theft. People who trigger the library's security system will be required to open bags, purses, briefcases, backpacks, etc. and to allow inspection of strollers, wheelchairs, etc.

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DRAFT

~~8-9~~ No skateboarding or roller-blading (Monterey Park Municipal Code Section 13.12.060).

~~10. Do not leave personal belongings unattended. The library is not responsible for the security of personal belongings. Personal belongings may not obstruct free movement in aisles or use of the library and its equipment. Any personal belongings left unattended will be taken to the Circulation Desk. Sufficient clothing (e.g. shoes, tops, bottoms) is required at all times while in the library.~~

~~11. Using library restrooms, facilities, spaces or grounds for bathing, shaving, grooming, washing or changing clothes is prohibited.~~

~~9-12. Taking library materials into restrooms is prohibited.~~

~~13. Physical, sexual or verbal abuse or harassment; staring; following or otherwise invading the privacy of other patrons or staff is prohibited.~~

~~10-14. Using offensive words that are inherently likely to disrupt, disturb or otherwise impede orderly preservation or conduct of library services and usage is prohibited.~~

~~11-15. Loitering or camping in the library facility and grounds is prohibited. California Penal Code Section 653g states that "Every person who loiters about any school or public place at or near which children attend or normally congregate . . . is a vagrant, and is punishable by a fine of not exceeding one thousand dollars (\$1,000), or by both such fine and imprisonment."~~

~~12-16. Sleeping in the library is prohibited for your own safety.~~

~~13-17. Animals may not be brought into the library except for licensed guide or service animals or for library programs. Service Animals must be leashed, harnessed or placed in a carrier while in the library unless this interferes with the service the animal provides. If a Service Animal becomes disruptive while in the library, the Service Animal and its owner will be asked to leave. Any damages caused by the service animal may incur a charge.~~

~~14-18. Disruptive behavior such as fighting, shoving, running or throwing objects or any conduct that interferes with the use of the library by others or with the functioning of the library staff is prohibited.~~

~~15-19. Panhandling, begging, distributing or selling merchandise, or soliciting is prohibited in the library. Gathering of signatures for petitions within the library is prohibited.~~

~~16-20. 15. Do not leave personal belongings unattended. The library is not responsible for the security of personal belongings. Personal belongings may not obstruct free movement in aisles or use of the library and its equipment. Any personal belongings left unattended will be taken to the Circulation Desk.~~

21. Usage of the Children's Areas, Teen Area and study rooms may be restricted by age in order to keep the library welcoming and comfortable for minors.

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These rules are intended to maintain the library's pleasant atmosphere, facilitate library usage and preserve easy access to library materials. ~~Appropriate action will be taken when these rules are not observed including requiring the person to leave the library or calling the police.~~ The Librarian may exclude persons from the Library for violating any of these Rules of Conduct; persons who fail to follow the Librarian's direction are trespassers for purposes of Penal Code § 602(m). Violation of any of the Rules of Conduct may result in exclusion from the library premises for the remainder of the day. Repeated or severe incidents may result in a more extended loss of privileges. Individuals who have been excluded from the library can appeal the suspension to the Library Board of Trustees. While a violation of these Rules of Conduct may not constitute criminal court conduct, criminal charges may be filed against anyone who disobeys an order which excludes or suspends them from the library.

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